The Board of Trustees of the Sangamon Mass Transit District met in a regular session on November 24, 2025, in the Training Room of the Sangamon Mass Transit District located at 928 South Ninth Street, Springfield, Illinois. The Meeting called to order at 4:30 PM by Brian Brewer, Chairperson.

I. ROLL CALL

Present:

Brian Brewer	Chairperson
Sue Davsko	Vice Chairperson
Karen Hasara	Treasurer
Leslie McCarthy	Secretary
Charlie Stratton	Trustee
Sandra Douglas	Trustee

Absent:

Jerry Doss	Trustee

II. APPROVAL OF MINUTES

Trustee McCarthy made a motion to approve the minutes of October 27, 2025, regular meeting of the Board of Trustees, and Trustee Hasara seconded. The motion passed unanimously.

III. DIRECTORS REPORTS

Managing Director Steve Schoeffel explained there was a beam signing ceremony in the atrium of the county building to commemorate the new addition to the county building. The east yard property, formerly Norfolk Southern, is in the bid process. SMTD will also hold the annual leadership retreat offsite for leadership staff on December 3. It will be time for reflection on the last year, planning for the upcoming year, and a thorough review of the 5-year plan will take place. Managing Director Steve Schoeffel also advised that the SMTD lighted holiday bus Holly is gearing up for a full schedule of holiday appearances in the community over the next few weeks.

Director of Finance and Administration, Michelle Alexander, shared that SMTD finance has been working to finalize the past fiscal year for NTD and the NTD reporting was submitted on time. In Administrative personnel news, Tim Wenthe retired from Finance team last month and recruiting and interviewing to fill that position is underway. The current audit timeline has also been disrupted by the federal government shut down and is on hold until next month.

Director of Operations Melissa Ashford – No Report but Managing Director Steve Schoeffel did comment that night service route changes are going well and that continues to create an increase of ridership for Operations.

IV. REPORTS

A. Approval of September 2025 Financial Statements and Cash Disbursements

Trustee Douglas made a motion to approve the September 2025 Financial Statements and Accounts Payable Disbursements, seconded by Trustee McCarthy and the motion passed unanimously.

B. Board Committee Reports

Finance: No report.

Operations: No report

Administration: No report. Plan on Meeting next month

IT Steering: Trustee Stratton advised the committee did meet in November, no specific report.

Planning Commission Report: Jason Sass provided updates on various planning commission projects. He advised that safety action plan work continues.

SMTD ADA Advisory Committee Report: David Munroe reported that the committee did meet regarding Access/Paratransit processes with SMTD Superintendent of Paratransit Angela Jefferson regarding using belts/lifts on the access busses, Tap Card troubleshooting, and a Ridership Survey.

V. NEW BUSINESS:

A. Consider Intergovernmental Agreement with Sangamon County

Managing Director Steve Schoeffel advised that SMTD has a growing need for more extensive IT Services including cybersecurity, server maintenance and updates, as well as ongoing IT support and planning and system improvements. Under the contract, Sangamon County Information Systems is a suitable partner to assist SMTD with these duties. The cost of $135,984 annually with CPI increases in years 2 and 3 of the contract would be effective 1/1/2026-12/31/2008 and helps SMTD offset costs of salary and benefits for additional staff or the market cost of a private vendor, which would be necessary without this contract.

Trustee McCarthy made a motion to accept staff's recommendation to enter into an intergovernmental agreement with Sangamon County for Information Technology management services. Trustee Hasara seconded the motion. Passed unanimously.

B. New Clever Devices Software

Grants and Procurement Manager Hadley Markiewicz presented the Intelligent Transportation System proposal and advised that Clever was selected as the most responsive bidder. Modules covered are Reporting, Scheduling, Disruption Management, and Integration with the onboard TSI camera systems.

Managing Director Steve Schoeffel advised that it is a good and necessary investment.

Trustee Hasara asked a question regarding how this project is funded and Director of Finance and administration advised that the funding is staggered over the next few years which fall under operating costs, and federal grants and submit pre-award authority to work them into the annual budget.

Trustee Davsko made a motion to authorize execution of the contract with Clever Devices for TSI Integration, Clever Insights, MAIOR, and Disruption Management. Trustee McCarthy seconded and it passed unanimously.

C. Clever Devices Software Maintenance Agreement
Grants and Procurement Manager Hadley Markiewicz reported that this agreement with Clever Devices provides the software updates, upgrades, and defect correction on the covered software product as well as 24/7/365 Technical support. To continue running the intelligent Transport System software at full potential. This agreement totals $134,788 for coverage 1/1/2025 – 12/31/2027.

Trustee McCarthy made a motion authorizing execution of the Software Maintenance Agreement with Clever Devices, Trustee Douglas seconded the motion, and it passed unanimously.

VI. PUBLIC COMMENT

HR Manager Stephanie Riddley advised that there were 2 educational sessions held for SMTD Retirees to learn about SMTD's new retiree Medicare Advantage Solution which is effective January 1, 2026. 40 of the 63 affected retirees in this population attended in-person or online via Microsoft Teams platform. It was informative and interactive and helped increase knowledge of retirees in the district regarding their SMTD benefits. The sessions were hosted by SMTD HR and BCBSIL.

VII. ADJOURNMENT

Seeing no further business coming before the Board, Trustee McCarthy made a motion to adjourn the open meeting, seconded by Trustee Davsko. The meeting adjourned at 4:50 PM.

Approved:

Brian Brewer, Chairperson

Leslie McCarthy, Secretary